

54 ~~13.2.4.~~ Notice shall include the following: Job title, example of job duties, position
55 description, assigned job site, the number of hours and days per week, number
56 of months per year, starting salary, and the deadline for applications.
57

58 13.3. Process for Filling Vacancies:
59

60 13.3.1. In filling vacant positions, the District shall first look to eligible and qualified
61 employees on the ~~39 month re-hire medical or layoff reemployment~~ list.
62 Should qualified members exist on the ~~39 month re-hire layoff reemployment~~
63 list, they shall be notified of an opening pursuant to Article 15.9, Section 11 of
64 this agreement.
65

66 13.3.2. Employees wishing to transfer or promote shall ~~include a written statement of~~
67 ~~their request to transfer and/or promote with provide~~ the employee's
68 completed application by the filing deadline. ~~This section does not apply to~~
69 ~~lateral transfers.~~
70

71 13.3.3. For the purpose of this section, probationary employees shall be considered
72 outside applicants.
73

74 13.3.4. Human Resources will screen all applications from permanent employees for
75 minimum qualifications ~~prior to forwarding those applications to the~~
76 ~~appropriate supervisor. Permanent employees who meet minimum~~
77 ~~qualifications for a vacancy will automatically be entitled to a second level~~
78 ~~interview. Lateral t~~Transfer candidates shall be considered qualified for all
79 vacancies in their existing classification, regardless of hours.
80

81 13.3.5. ~~Lateral t~~Transfer applicants shall be considered subsequent to the review
82 of the re-hire list. The District shall offer the position to ~~lateral-transfer~~
83 candidates in order of seniority if the vacant position is within the same
84 classification, has the same supervisor, and the employee has an overall
85 satisfactory rating in their last evaluation.
86

87 13.3.6. Should no ~~lateral~~ transfer applicants accept the position in writing within
88 two days of the offer from the District, the supervisor shall interview all
89 permanent internal candidates prior to interviewing outside candidates.
90

91 13.3.7 Any transfer or promotional candidate who is not selected for the position shall
92 be given a written statement from Human Resources no later than ten (10)
93 working days of their non-selection.
94

95 13.3.8 ~~Effective July 1, 2021, p~~Permanent promoted unit members shall be subject to
96 a ~~three (3) four (4)~~ month probationary period in their new position.
97

98 13.3.8.1 If the unit member is successful in the new position in the higher
99 classification, the annual review date shall be as prescribed in Article
100 12. If requested by the employee during the probationary period,
101 or if the permanent bargaining unit member is unsuccessful in the
102 higher classification to which they were promoted, they shall be
103 returned to their former position.
104

105 13.3.8.21. Permanent unit members who are hired into a classified position with a
106 different job title, either at the equal range or at a lower range, shall be
107 subject to a ~~three (3) four (4)~~ month probationary period for their new

108 position. If the unit member is successful in their new position, the
109 annual review date shall be as prescribed in Article 12. If **requested**
110 **by the employee during the probationary period, or if the**
111 permanent bargaining unit member is unsuccessful in the equal or
112 lower classification they shall be returned to their former position.
113

114 13.3.9. For the purpose of this section only, a substitute or bargaining unit employee
115 may be employed by the District for the duration of the promotional
116 probationary period in the position from which the promotional candidate was
117 promoted.
118

119 13.3.10. Transfers may be initiated by the District. Involuntary transfers shall not be
120 utilized for punitive, arbitrary or capricious reasons; however, such transfers
121 may be initiated for purposes where the District may be legally required to
122 initiate such transfer. The District shall not transfer unit members without their
123 consent except in those cases that are required by law.
124

125 13.4. Temporary Filling of Vacant Positions

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127 13.4.1. The District reserves the right to temporarily fill the position by hiring a substitute
128 employee, or by temporarily reassigning a **permanent** bargaining unit employee.
129

130 13.4.1.1. Substitute employees shall not be utilized for more than sixty (60)
131 calendar days unless the District and CSEA agree to an extended
132 period of time.
133

134 13.4.1.2. Bargaining unit members may be utilized to fill a vacancy on a
135 temporary basis for no more than sixty (60) calendar days unless the
136 District and CSEA agree to an extended period of time.
137

138 13.4.1.3 If additional hours are given to part-time employees to temporarily fill
139 a vacant position, accrual of additional vacation and sick leave begins
140 on the first day of the increased hourly assignment.
141

142 13.4.1.5. If a promotional vacancy has been filled on an interim basis by
143 temporary reassignment of a bargaining unit employee, and said
144 employee is the successful candidate for the promotion, then
145 **half (1/2)** the time spent in the interim assignment shall be
146 credited toward the employee's promotional probationary period.
147

148 13.5. New Employees

149

150 13.5.1. ~~Effective July 1, 2021, wW~~hen an outside applicant is hired by the District, they
151 shall be subject to a six (6) month probationary period during which time they can
152 be released from employment without cause.
153

154 13.5.1.1. The probationary period shall commence on the first day the employee
155 is **attached hired** to the permanent position in the District and shall
156 end six months from that date.
157

158 13.5.1.2. New employees must pass the initial probationary period before they
159 ~~may apply for a~~ **are eligible for** transfer or promotion within the
160 District. Should the employee wish to transfer or promote while in their

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initial probationary period, they must apply and be considered as an outside applicant.

Copper Mountain Community College District

The California School Employees Association and its Copper Mountain College Chapter 800

Jenn Baker

Jenn Baker CHRO

Brittney Blakeley

Brittney Blakeley (May 3, 2024 08:29 PDT)

Brittney Blakeley #800 President

Jane Kwon

Jane Kwon (May 1, 2024 11:01 PDT)

Jane Kwon VP Student Services

Fawn Cambon

Fawn Cambon (May 1, 2024 08:18 PDT)

Fawn Cambon #800 Negotiator

Randy Erickson

Randy Erickson (Apr 30, 2024 20:52 PDT)

Rex Randall Erickson, Chief Negotiator

Sara Hutson

Sara Hutson (May 1, 2024 01:58 PDT)

Sara Hutson #800 Negotiator

Shadee Johnson

Shadee Johnson - LRR












04-TA-Art-13-Vacancies-2024-03-28-fin-REV

Final Audit Report

2024-05-03


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